

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

JAMES CHAFFEE.

Plaintiff,

VS.

DAVID CHIU, et al.,

## Defendants.

Case No.: C-11-05118-YGR

**ORDER REGARDING PLAINTIFF'S LETTER  
(DKT. NO. 68)**

13 The Court has received Plaintiff's letter dated September 2, 2012 regarding the Court's Case  
14 Management and Pretrial Order. (Dkt. No. 68.) The Court notes that Plaintiff's letter should have  
15 been filed as a motion for administrative relief. Civ. L.R. 7-11. The Court will treat Plaintiff's letter  
16 as a motion for administrative relief and will issue an Amended Case Management and Pretrial Order.

17        In the future, requests with respect to miscellaneous administrative matters should be filed as  
18 motions for administrative relief. In addition, while any communications with the assigned Judge in  
19 this case must be shared with opposing counsel, communications regarding this matter should be filed  
20 with the Clerk's Office for entry into the court record and not mailed directly to Chambers. Chambers  
21 copies of filings may still be mailed directly to Chambers. Plaintiff should consult with the  
22 Courtroom Deputy if any clarification is needed.

## IT IS SO ORDERED.

Dated: September 7, 2012

Yvonne Gonzalez Rogers  
YVONNE GONZALEZ ROGERS  
UNITED STATES DISTRICT COURT JUDGE